

LARNE HIGH SCHOOL
ICT Acceptable Use, eSafety and Digital Media Policy

Adopted August 2021 Review Date: August 2024

1. INTRODUCTION

1.1 This policy acknowledges and complies with DENI circulars 1999/25, 2007/01, 2011/22, 2013/25 and 2016/26 on the subject of Acceptable Use of the Internet, VLE and Video Conferenced Learning using Digital Media.

1.2 What is the Internet and Virtual Learning Environment (VLE)?

The Internet is an electronic information highway connecting many thousands of computers all over the world and millions of individual subscribers. This global "network of networks" is not governed by any entity. This means that there are no limits or checks on the kind of information that is maintained by, and accessible to, Internet users. The educational value of appropriate use of information and resources located on the Internet is substantial.

A Virtual Learning Environment (VLE) is a range of educational resources, comprising information, forums, quizzes and other online material provided to pupils as part of an online learning package. Larne High School prefers the use of Satchel:One as the main VLE supported by resources such as Google Classroom.

See **Appendix A** for guidance on delivery of lessons using remote learning and a virtual platform such as Teams, Collaborate Ultra or Zoom.

Video Conferenced Distance Learning using Digital Media involves the use of platforms such as Zoom, Microsoft Teams and Collaborate Ultra.

1.3 Rationale for pupil use of the Internet and VLE/Video Conferenced Learning

Larne High School encourages use by pupils of the rich information sources available on the Internet and VLE, together with the development of appropriate skills to analyse and evaluate such resources. On-line resources offer a broad range of up-to-date resources to pupils, provide an independent research facility, facilitate a variety of learning styles and abilities and encourage pupils to take responsibility for their own learning. Internet and VLE and e-mail literacy are fundamental requirements for all pupils as preparation for the Information Age – an era where ICT is a dominant factor in work and home life.

1.4 Networked Access to Internet and VLE

In recognition of these benefits, Larne High School has invested in providing filtered networked Internet and VLE access to pupils on the C2k network, and is determined to continue to provide high quality training for staff and pupils to make best use of these facilities. Pupils will be provided with appropriate training and guidance on how to use the Internet and VLE and e-mail during KS3 ICT classes. Appropriate cross-curricular use of the Internet and VLE is encouraged. Staff at Larne High School have undergone and will continue to receive appropriate training in the use of the Internet and VLE within the curriculum. Satchel:One is embedded as the school's preferred VLE.

1.5 How will pupils gain access the Internet and VLE at Larne High School?

In ICT lessons.

Through subject use across the curriculum.

In extra-curricular activities or in the school Library and ICT rooms during lunchtime and after school.

In the Sixth Form, during Private Study periods either in the Study Room or in the Library. Through the C2k filtered wireless network accessible in most parts of the school building.

Only internet connections provided and filtered by, or on behalf of, Larne High School may be used to access online material.

Parents, pupils and staff are reminded that ALL mobile electronic devices must be used in accordance with the Mobile Devices Policy.

1.6 Are there any dangers in using the Internet and VLE?

Since the Internet and VLE is composed of information from a vast array of sources world-wide, it includes some material that is not of educational value in the context of the school. This material includes information that may be inaccurate, abusive, profane, sexually oriented, racist or illegal. In order to guard young people from any inherent dangers, it is the joint responsibility of school staff and the parent or guardian of each pupil to educate the pupil about his or her responsibility when using the Internet and VLE. The following policy sets out the terms for acceptable use of the Internet and VLE at Larne High School.

1.8 Promoting Awareness with Parents, Governors and the Wider Community

Larne High School is committed to ensuring all stakeholders are made aware of this Acceptable Use Policy. The policy will be disseminated to parents, governors and staff via the school website. In addition, regular references will be made to the policy in communications with stakeholders. Occasionally, Larne High School will hold information events/special events to promote greater awareness of the policy.

2 RESPONSIBILITIES OF STAFF AND PUPILS

2.1 Pupils are responsible for good behaviour on the Internet and VLE just as they are in the classroom or a school corridor. General school rules apply. In addition, a number of rules relating to use of the Internet and VLE also apply. The appropriate sections of this acceptable use policy are made available to all staff, pupils and computer users at Larne High School.

2.2 Larne High School has implemented a filtered Internet, email service and VLE through C2k NI. Pupils are **not permitted** to use any other e-mail service during use of the Internet and VLE in school. **Pupils and staff will be made aware that Internet and VLE and e-mail services are monitored and are not therefore private – Internet and VLE activity and e-mail messages can be viewed at any time.**

2.3 Staff and pupils at Larne High School should **know and understand** that no Internet and VLE user is permitted to:

- retrieve, send, copy or display offensive messages or pictures (this includes sexually explicit material or material of a sexual nature);
- use obscene or racist language;
- harass, insult, bully or attack others;
- damage computers, computer systems or computer networks;
- violate copyright laws;
- use another user's password;
- trespass in another user's folders, work or files;
- intentionally waste resources (such as on-line time and consumables);
- use the network for unapproved commercial purposes;
- use ICT resources in any way that contravenes Health and Safety guidelines.

2.4 Access to the Internet and VLE requires parental permission and a signed declaration by pupils agreeing to the school rules for use of the Internet and VLE.

2.5 Larne High School will ensure that all pupils understand how they are to use the Internet and VLE appropriately and why the rules exist. Pupils will be directed to the pupil version of this policy on first using the Internet and VLE, and during subsequent sessions as changes are made/issues arise.

2.6 The Internet and VLE is provided for pupils to conduct research and communicate with others. While the use of information and communication technologies is a required aspect of the statutory Northern Ireland Curriculum, access to the Internet and VLE and C2k NI remains **a privilege and not a right**. It is given to pupils who act in a considerate and responsible manner, and will be withdrawn if they fail to maintain acceptable standards of use.

2.7 During school hours, teachers will guide pupils towards appropriate materials. Outside school hours, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

2.8 When using the Internet and VLE at Larne High School, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.

2.9 If at any time school pupils find themselves able to access, from within the school network, internet sites which they think should be blocked, they should advise their teacher immediately. Likewise staff should immediately advise the C2k Manager (or, in his/her absence, a member of the Senior Leadership Team).

2.10 Any resources or materials downloaded by teachers, pupils or parents for use within school, must be suitable for use in the classroom. If an individual is unsure regarding the appropriateness of content, they should seek the advice from a member of the SLT before accessing the material within school.

3 EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE USE

3.1 On-line activities which are encouraged include, for example:

- the use of email and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry;
- use of the Internet and VLE to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;
- use of the Internet and VLE to investigate careers and Further and Higher education;
- the development of pupils' competence in ICT skills and their general research skills.

3.2 On-line activities which are not permitted include, for example:

- searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers;
- searching, viewing and/or retrieving offensive materials (this includes sexually explicit material or material of a sexual nature);
- copying, saving and/or redistributing copyright protected material, without approval;
- subscribing to any services or ordering any goods or services, unless specifically approved by the school;
- playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher;
- using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages);
- publishing, sharing or distributing any personal information about a user (such as: home address, email address, phone number, etc.);

- sending or receiving unsavoury, insensitive, offensive or obscene e-mails;
- any activity that violates a school rule;
- using any equipment to photograph, record or video any school activity or person for which or from whom explicit permission has not been given;
- **using or distributing, including on social networking sites, any material relating to school activities, pupils or staff for which explicit permission has not been given; this includes the posting of material, images or video footage relating to Larne High School staff, pupils, the school environment or school name without prior written consent from the Principal or his appointed deputy. This applies to curricular and extra-curricular aspects of school life as well as to all school trips;**
- engaging in any activity that is harmful of or hurtful to others.

4 SANCTIONS

4.1 Violation of the above rules will result in a temporary or permanent ban on Internet and VLE use. Additional disciplinary action may be added in line with existing school rules on inappropriate language or behaviour. Please read this policy in conjunction with the School's Sustaining Positive Behaviour Policy.

Where applicable, police or local authorities may be involved.

Parents should note that Larne High School cannot be responsible for the on-line activities of pupils outside school.

Members of staff who contravene this policy may have their actions addressed in line with TNC 2016/02

5 LOCATION AND SUPERVISION

5.1 Internet and VLE access for pupils at Larne High School through desktop or laptop computers is located in the ICT classrooms, the Library, the Sixth Form Study Room and in some subject departments around the school. All such machines are in full view of people circulating in the area.

Additionally the internet and VLE can be accessed through the school-owned tablet devices which are used by pupils under the supervision of school staff.

The internet and VLE is also available in most areas of the school building through the C2k filtered wireless network. It is therefore potentially accessible to any pupil with an internet enabled mobile device.

5.2 While using the Internet and VLE within the classroom setting, pupils will be supervised either directly or indirectly by a member of staff. Pupils will be reminded of their responsibility to use these resources in line with the school policy on acceptable use.

It is not always possible to supervise pupils accessing the internet via a mobile device outside the classroom environment. Once again, pupils will be reminded of their responsibility to use the internet in a responsible manner.

While the school network provides a filtered internet service, parents should be aware that Larne High School is neither able to control or filter, nor is responsible for, the sites that pupils may access using their own 3G or 4G mobile technologies.

Pupils engaging in unacceptable on-line behaviour (see 2.3 & 3.2) using 3G or 4G mobile technologies whilst in school (including whilst engaged in out-of-hours extra-curricular activities and school trips) will receive appropriate sanction.

5.3 Users will be made aware that the school has the ability to review files and communications to ensure that users are using the system responsibly. All uses of the Internet and VLE are logged and all sites visited by individual users are recorded. All e-mails can be read. While normal privacy is respected and protected by password controls, as with the Internet and VLE itself, **users must not expect Internet and VLE activity, e-mail or files stored on school servers to be absolutely private.**

6 STAFF USE OF INTERNET AND VLE

6.1 Teacher use of the C2k NI services must be in support of the aims and objectives of the School Curriculum. C2k NI supports the implementation and sharing of effective practices and collaborative networking across the province, as well as nationally and internationally. Staff are encouraged to use C2k NI resources in their teaching and learning activities, to conduct research, and for contact with others in the education world. Staff will receive regular training in the use of the Internet, VLE and E-mail. Furthermore, staff will be given the opportunity to request additional training at any time.

6.2 The Internet and VLE and e-mail training for staff will also focus on how electronic information-handling skills are now considered fundamental to the preparation of citizens and future employees in the information age. Staff will be encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum. Staff will be encouraged to identify appropriate and effective use of such skills, and provide guidance and instruction to pupils in the acceptable use of the Internet and VLE.

6.3 All school staff (both teaching and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in Larne High School and in line with the spirit and letter of the Safeguarding Code of Conduct and the Safeguarding Policy.

6.4 In their role as employees of Larne High School, staff must not communicate with pupils, either personally or professionally, using social networking sites, email, mobile phone or other technologies which are not managed or approved by Larne High School or C2k providers. Staff are advised that it is neither acceptable practice, nor school policy, to befriend or browse the profiles of pupils or parents using social networking sites e.g. Facebook with the caveat that some members of staff may know, in another context, adults in the local community who are also parents of pupils currently enrolled in the school. This is considered to be good practice in line with our Safeguarding policies and procedures. Similarly, it is not considered appropriate or acceptable for pupils or parents to request "friend" status with staff. Furthermore, for both professional and personal security, staff are strongly encouraged to regularly review their own

personal security settings on social media sites in line with similar advice and guidance provided for pupils annually.

All School representatives should bear in mind that information they share through social networking applications, **even if they are on private spaces**, is still subject to copyright, data protection and

Freedom of Information legislation. It is never considered acceptable behaviour for staff to reference school business, policy, practice or pupils via any social media unless through an officially created and maintained account.

6.5 It is the responsibility of the C2k Manager to ensure that, in the absence of available technical support, the integrity of the network is preserved to a level which safeguards both data and child protection procedures.

7 ACCEPTABLE USE OF DIGITAL IMAGES OF PUPILS

7.1 All staff should follow the guidance below when dealing with taking, display, storage and use of photographs and digital images of pupils.

7.2 Taking of Photographs/Video of Pupils

Parents will be asked to give their consent in writing to a range of such activities. A central database on the C2k system will be maintained of those pupils for whom parental permission has and has not been received. Staff will be required to consult this database prior to taking any images of pupils.

7.3 Display/use of Photographs/Video of Pupils

Staff are permitted to capture and/or use images of pupils for whom parental permission has been appropriately received, for display purposes and publicity in and outside school, in school publications, on the school digital signage and website. Where staff require additional guidance on the display/use of photographs the Principal should be consulted. The Principal must grant permission for images of pupils to be distributed to any external media provider.

7.4 Capture & Storage of Photographs/Video of Pupils

Staff should use the school camera kept in the office for the taking of photographs for school business. It is recognised, however, that in many circumstances, (for example field trips, sporting events or incidental activities within departments) this is not always possible or appropriate. In these circumstances, staff are encouraged to capture images of pupils using hardware which has been procured by the school.

Furthermore, it should **not be** normal practice to store digital images of pupils (however obtained) on school or personal laptops or on any external memory device as a matter of course for **prolonged** periods of time. As a result staff should ensure that:

1. Any image/s of a pupil/s (from camera, scanner or other source) that is/will be stored digitally should be stored within the "Staff" folder on the school C2k network. Technical support will be available from the ICT support staff to assist in the transfer of existing/new images.
2. Staff must transfer digital media from capture devices to the "Private 10" folder on the school C2k network at the earliest possible opportunity. In order to maximise the efficient use of school resources, staff should do this by ensuring that:
 - a. ONLY files which are most suitable for school business are selected
 - b. selected files are copied to the relevant year folder in Staff/PHOTOS e.g. 2021-22
 - c. remaining images from the camera or initial capture device are deleted
 - d. images are located in an appropriately named folder. (Consider *Activity - Form – Month – Staff Code* to be appropriate e.g. "History Trip February CW")
3. Staff are discouraged from storing images of pupils on laptops, however, it is recognised that, to facilitate editing or selection this may be essential. In these circumstances, personal laptops should not be used. It is expected that, after initial use by staff, digital images of pupils should be **deleted from laptops or external memory devices as soon as possible**.
4. Staff should not pass images of pupils to third parties without consulting the Principal.
5. Traditional photographs of pupils should continue to be stored within departments using scrapbooks or a suitable alternative.

Any member of staff requiring further advice should consult the Principal.

Some subjects, for example Physical Education, have specialist course requirements which necessitate the use of digital images of pupils to address essential course criteria. In some

circumstances, technical limitations of the C2k system prevent files from being usefully stored within the staff resources area. In subjects where these circumstances have been identified, the storage of digital images is permissible on external storage devices providing:

1. the device is owned by Larne High School and
2. the device is normally retained within the school building.

There may be a need, at intervals throughout the year, to facilitate formative and summative feedback or assessment. In these circumstances, the device may be taken home by the staff member concerned providing:

1. all reasonable precautions are taken to ensure the security of the device and
2. the device is returned to school at the earliest opportunity.

8 INFORMATION MANAGEMENT

8.1 The school values the importance of appropriate data management procedures and practices and requires all staff to be prudent regarding sensitive personal materials, whether paper based or electronic.

Staff are encouraged to use SIMS.net to access the personal information of pupils. Access to SIMS.net is only provided within school and is always password encrypted.

Staff must not store electronic copies of sensitive personal information on

- a. any personally or school owned device e.g. personal memory sticks, laptops , tablet devices or desktop computers (sensitive personal information should only be saved to staff members' "My Documents" rather than to the hard drive of the device) nor
- b. portable storage devices e.g. portable hard-drive or memory stick. (Neither School procured nor personally owned portable devices are considered acceptable for sensitive data)

Staff may store basic pupil information electronically, for example, name, tutor group, report comment and performance statistics, for the purposes of recording pupil achievement throughout the year. This information may be removed from the school building to facilitate assessment activities including report-writing. Staff are advised that any document, saved on a portable storage device, containing information about pupils should be password protected. Staff are also asked to be prudent about the sensitivity of this data and are asked to maintain its confidentiality, for example the data should not be accessed in a public place.

Since the transformation of the C2k network in July 2014, all staff have access to both their "My Documents" and school Private Folders through the internet via the C2k "cloud" servers. While C2k is responsible for ensuring appropriate and secure encryption of all data accessible on their servers, staff are responsible for ensuring that they close the browser window and properly log off after accessing this facility so that information cannot be viewed by anyone else who may have access to a shared device; they ensure that information is not accessed in a public place.

9 INFORMATION FOR PARENTS

9.1 Parents will be informed of the school policy on acceptable use of the Internet and VLE, and asked to give permission for their child/ren to use the Internet and VLE. Pupils are also required to sign an undertaking agreeing to their proper use of the Internet and VLE. Details of the letter sent to parents and additional guidance information is included in the appendices to this policy.

10 REVIEW

10.1 This policy will be reviewed and updated as appropriate and on a regular basis and in the light of changing legislation, developments in technology or best practice guidance.

Date of next review: August 2024

APPENDIX 1 Additional Advice for Parents to maintain safe Internet Access at Home

1. The computer with Internet access should be situated in a location where parents can monitor access to Internet. Computers should be fitted with suitable anti-virus, anti-spyware and filtering software. Access to the internet through mobile technologies makes supervising your child's online activity much more difficult. It is important to discuss with your child the dangers of the internet and to ensure that internet filtering settings are activated on all mobile devices.
2. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long, and what comprises appropriate use;
3. Parents should get to know the sites their children visit, and talk to them about what they are learning;
4. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials. Further information is available below.
5. It is not recommended that any child under 16 should be given unmonitored access to newsgroups or chat facilities;
6. Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.
7. Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by the school or by C2k, they should immediately inform the school.
8. Please note for your own information that many social networking sites have a minimum age restriction. In the case of Facebook, for example, the recommended age for use of this site is 13 years of age.

Further free advice for parents is available from the following sources:

<http://www.thinkuknow.co.uk/> - a website designed to inform children of the potential hazards involved with online chatrooms.

<http://www.parentsonline.gov.uk/> - promotes home school links by helping parents understand the role of Information Communications Technology (ICT) in learning. www.kidsmart.org.uk

<http://www.wiseuptothenet.co.uk/> - The Home Office guide to Internet safety with downloadable leaflets for parents

<http://www.getnetwise.org/> - information about filtering programs for home use

Protecting Your Home Computer

To protect your home computer, parents are advised to ensure the following items of software are installed on their home computers:

- Anti Virus Software: free anti-virus software is available from AVG
- Anti Spyware Software: free anti-virus software is included with Windows Vista and Windows XP (Service pack 2 onwards). It is called Windows Defender.
- Filtering Software: free filtering software is provided by K-9 Bluecoat filtering software www.k9webprotection.com/

APPENDIX 2 Internet Filtering within School

1. Access to the internet using the C2k System

The C2k service provides Larne High School with the necessary hardware, software and connectivity to enable access to the internet. Access is controlled, by C2k, through a filtering mechanism. A filtering service, no matter how thorough, can never be comprehensive, and it is essential that all staff and pupils have a clear understanding of the Acceptable Use Policy, and that adequate supervision is maintained.

Despite the filtering process, it is possible for unsuitable websites to become available, sometimes for short periods after they are launched. If at any time school pupils find themselves able to access, from within the school, internet sites which they think should be blocked, they should advise their teacher immediately. Likewise staff should immediately advise the member of the Senior Leadership Team with responsibility for ICT (or, in his/her absence, another member of the Senior Leadership Team) giving details of the **site address and the time and date of access**.

To resolve the situation and enable C2k to maintain an effective filtering mechanism, the member of the Senior Leadership Team with responsibility for ICT should contact C2k by emailing **filtering@c2kni.net** or by **telephoning the C2k Helpdesk at 0870 6011666** with details of the site(s).

Appendix 3 STAFF EQUIPMENT LOAN AGREEMENT

Staff must comply with the following conditions.

- All School resources (including computers, cameras, laptops, tablet devices) and their associated accessories are provided for educational use; they must not be used for any other purposes. Only portable resources (such as laptops, ipads, tablet devices) may be removed from school, to facilitate preparation for teaching and learning, in accordance with the details set out below. Additionally, the resources may not be passed on to any third party.
- All electronic devices are expensive and therefore must be looked after appropriately and must be kept in a safe place, including those taken off site.
- All staff are reminded that it is the responsibility of individual staff taking electronic devices off-site to provide adequate insurance cover for the **full-replacement cost** of the electronic device including software and accessories. This amount can be advised by the E-Learning Coordinator or the Bursar.
- No equipment or resources can be taken off-site without the prior permission of the person in charge of those resources.
- Users must not give unauthorised access to any confidential material relating to the School or its pupils.
- It is the duty of the user to ensure that all electronic devices are protected by a passcode and/or password and passwords and access codes are kept strictly confidential.
- Use of all ICT equipment (including tablet devices) must be in line with the School's ICT Acceptable Use, eSafety and Digital Media Policy. This applies not only when the equipment is being used in school, but also when it is being used off-site. School-owned ICT equipment (including tablet computers) is to be used only by current members of staff of Larne High School.
- Equipment is loaned to members of staff only for the duration of their employment in Larne High School. All equipment must be returned when a member of staff ends their period of employment in the School. Staff off school for an extended period of time (e.g. due to longterm illness, maternity leave, career break) will be expected to return any school-owned equipment in their possession so it can be utilised by someone else.

Staff wishing to take any electronic device off-site must have signed below to indicate their agreement of these conditions, a copy of which will be retained by the Principal.

I have read and understood the School's ICT Acceptable Use, eSafety and Digital Media Policy and agree to abide by this policy.

I accept responsibility for the full replacement value of all equipment which I take off-site.

I accept that before taking any equipment out of School I must have the permission of the teacher in charge of those resources.

Name: _____ (Please Print)

Signed: _____

Date: _____

APPENDIX 4

Guidance to pupils participating in online learning using video-conferencing (Zoom, Skype, Collaborate Ultra etc.)

At times, teachers are happy to use video conferencing to deliver their lessons. This allows pupils to interact in real time with their teacher and gain a better understanding of their work. To do this properly everyone must follow a set of basic guidelines which are set out below and designed to keep everyone safe online.

As a general rule, remember that school rules apply to behaviour in online lessons in the same way as they would in school.

Pupils are expected to uphold the following principles.

- ✓ arrive on time to all my online lessons, following the schedule and log-in details provided by your teacher
- ✓ ensure that you have all my equipment ready before the lesson starts
- ✓ keep the camera in the mode requested by the teacher
- ✓ ensure that you are dressed appropriately – normal casual clothing is required – sleepwear or loungewear would not be acceptable
- ✓ take care about what is visible if your camera is turned on – remember that others are seeing inside your home and you may not want pictures of family members or personal items to be seen by others
- ✓ under no circumstances record the lesson, or share any images from the lesson on any platform
- ✓ keep my microphone muted unless the teacher asks me to speak, and mute myself when I have finished
- ✓ only use a chat function if directed to by a teacher, and only for the purpose they specify
- ✓ ensure that you use appropriate, respectful language when communicating verbally or digitally
- ✓ stay focused on the lesson and be ready to contribute at any point
- ✓ offer an explanation if you need to leave the lesson for any reason
- ✓ behave in sensible, kind and courteous way throughout the lesson
- ✓ follow instructions promptly
- ✓ complete tasks to the best of your ability

Pupil who are not able to behave properly when taking part in video conferenced lessons will not be able to participate in future lessons of this type.